

SECRET

Executive Secretariat

82-2119

ROUTING AND RECORD SHEET

fld #35 100-20

SUBJECT: (Optional)

OTE Briefing

FROM:

EXTENSION

NO.

Harry E. Fitzwater
Deputy Director for Administration
7D 24 Hqs

DDA 82-0124

DATE

18 January 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Central Intelligence
7D 5607 Hqs

1/18 7/12

In accordance with your request for a briefing on Agency training, we have scheduled the briefing at 4:00 p.m. on Thursday, 4 February. The attached information was prepared to provide you with preliminary information on the subject.

3. DDA

2/22/82

4. att
used in
5. briefing book

Harry E. Fitzwater

6. file PRS

Att

~~reference~~ - 3 Feb.

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DD/A REGISTRY
FILE: 33

OTE Briefing

Harry E. Fitzwater
Deputy Director for Administration
7D 24 Hqs

DDA 82-0124

5454 18 January 1982

Director of Central
Intelligence
7D 5607 Hqs

In accordance with your request for a briefing on Agency training, we have scheduled the briefing at 4:00 p.m. on Thursday, 4 February. The attached information was prepared to provide you with preliminary information on the subject.

7E10-28

Harry E. Fitzwater

Att

OTE Briefing Book

DDA:HEFitzwater:kmg (18 Jan 82)

Distribution:

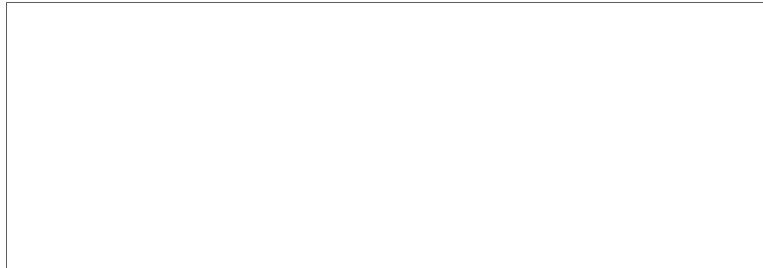
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1 - ER
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1 - DDA Chrono
1 - HEF Chrono
1 - D/OTE(fyi)

25X1

SECRETOffice of Training and Education

The Office of Training and Education (OTE) is responsible for developing, coordinating, and conducting instructional programs and courses for Agency personnel, selected personnel from the US Intelligence Community, and representatives of foreign intelligence sources. Specifically, OTE anticipates operational developments and requirements, determines the training suited to the requirements, and establishes standards of performance. The programs and courses range from orientations to advanced skills on subjects of intelligence and world affairs, organizational management, information science, operations, and foreign languages. OTE manages the Agency's Language Development Program, operates the Center for the Study of Intelligence, administers Agency-sponsored external training, and supports visits of non-Agency groups to CIA for specialized briefings and orientations.

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OTE HIGHLIGHTS FOR FY 1981

- During FY 1981, OTE saw the beginnings of strong, mature programs in three particular areas:
 - The growth and development of analysis training.
 - The creation of Professional Development.
 - An increase in activity and intensity for Operations Training, which will continue through FY 1983.
- Some of the new and revised OTE training programs developed and presented to Agency and Intelligence Community employees include:
 - A newly revamped Management Seminar, including integrated live exercises.
 - A new course on Orientation to Automated Systems to familiarize students with the components of computer systems and their applicability to problems of office and records management.
 - A new course on Introduction to Word Processing to provide an easier and faster method of learning and understanding word processing, regardless of the system used.
- Significant statistics:
 - 359 runnings of 98 different OTE courses.
 - 25X1 -- [] training enrollments were processed.
 - 25X1 -- [] were placed.

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SECRETSUMMARY OF TRAINING IN CIA

The following two charts give a summary picture of training given by CIA to Agency and non-Agency employees. This training involves courses conducted by OTE and training received by Agency employees externally.

25X1 Of particular importance is the man-year data. For FY 1981, [] of time was spent in training status by Agency employees. This heavy investment in training of Agency employees reflects the fact that operations training is available only within CIA, as well as the premium placed on having well-trained and well-motivated employees.

There are several Agency components other than OTE that conduct on-the-job programs and formal courses to meet specialized training requirements. Participation in component-conducted training is about the same as in OTE-conducted training. When component-conducted training is added to OTE-conducted training, about four percent of the Agency work force is in a training status during the year.

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SECRETSUMMARY OF OTE INSTRUCTION

25X1 The following table presents a breakdown of
25X1 training categories and numbers of courses and runnings
conducted by OTE. Of [] courses offered by OTE, []
are regularly scheduled and 28 are infrequently
scheduled or given on request.



--Intelligence Training
(orientation, developmental, and
analytical) and foreign Language
Training require the next most heavy
investment of instructor staff.

--Management and Administrative
Training (briefing, administration,
management, etc.) and Professional
Development (Midcareer, Senior
Officer Development, Leadership
Seminar, and interagency
orientations) complete the
investment of instructor staff.

Attached is a listing of regularly scheduled OTE
courses by category. Language training and interagency
orientations are not included.

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OFFICE OF TRAINING AND EDUCATION

COURSES

ADMINISTRATIVE TRAINING

Administrative Procedures
CIA Financial Systems
CIA Program & Budget
Domestic TDY Travel Workshop
Effective Employee Course
Field Administration
FOIA/PA Seminar
Office Management Seminar
Project Officer in the Contract Cycle
Secretarial Administration

ANALYSIS TRAINING

Introduction to Analysis
Seminar on Intelligence
Seminar on the Producer/Consumer Relationship
Survey of Intelligence Collection Systems

AREA STUDIES

China Familiarization
Soviet Realities Course
USSR Country Survey

COMMUNICATIONS PROGRAM

Briefing Techniques Course
Effective Written English
Instructor Training
Proofreading
Reading Improvement
Shorthand Refresher Course
Writing for CIA

GENERAL

Advanced Intelligence Seminar
Career Trainee Development Program
International Economics
Overseas Orientation Course
Records for Clerical Personnel
Risk of Capture Course

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COURSES (continued)

INFORMATION SCIENCE

Applied Analytical Techniques
Basic Statistical Concepts
COMIREX Automated Management System (CAMS)
Language & Functions
CAMS Management Overview
CAMS Update
Decision Analysis
Information Science for Managers
Orientation to Automated Records Systems
Survey of Intelligence Information Systems
System Dynamics: Principles & Applications

MANAGEMENT PROGRAM

Counseling Course
Fundamentals of Administration
Fundamentals of Supervision
Human Relations & Management
Leadership Styles & Behavior
Management Seminar
Performance Appraisal Workshop
Program on Creative Management

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COURSES (continue

25X1

ORIENTATION

Administration Directorate Trends & Highlights
CIA Today & Tomorrow
Guidelines on Intelligence Activities Under
EO 12936
Introduction to CIA
Orientation for New Employees

PROFESSIONAL DEVELOPMENT

Midcareer Course
Senior Officer Development Course
Leadership Seminar

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~~SECRET~~THE PATTERN OF TRAINING

Most of the regular 70 courses offered by OTE are of two weeks' duration or less. Of these, four courses are longer than five weeks:

--Senior Officer Development Course. A 13-week course for educating mid- to senior-level Agency officers in the principles and values of the intelligence profession.

--Career Trainee Development Program. A 10-week course that introduces Career Trainees to Agency and Community organizations and intelligence processes.

--Operations Course. A 15-week course designed for fledgling operations officers in a variety of operational climates.

--Soviet Realities Course. A 7-week course designed for Russian speakers from elements of the Intelligence Community who are or may be engaged in debriefing Soviet emigres.

The pattern of many short courses has evolved as a method for training employees while they are in or between Headquarters assignments and who can be spared from their regular work for a relatively short period without replacement. In few instances does attendance in OTE courses involve a PCS move by an employee or family since attendance is generally scheduled to coincide with service in the Headquarters area.

In terms of the employee's development, this pattern involves many enrollments in training over a period of time, rather than the training being consolidated through one long course. The course offerings reflect the requirements involved in development of different categories of personnel in the several career services and subgroups.

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2. ADDA	H	12-31
3. DDA	J	1-4
4. EO/DDA	H	4 JAN 1982
5. Registry		

Action	File	Note and Return
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As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

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